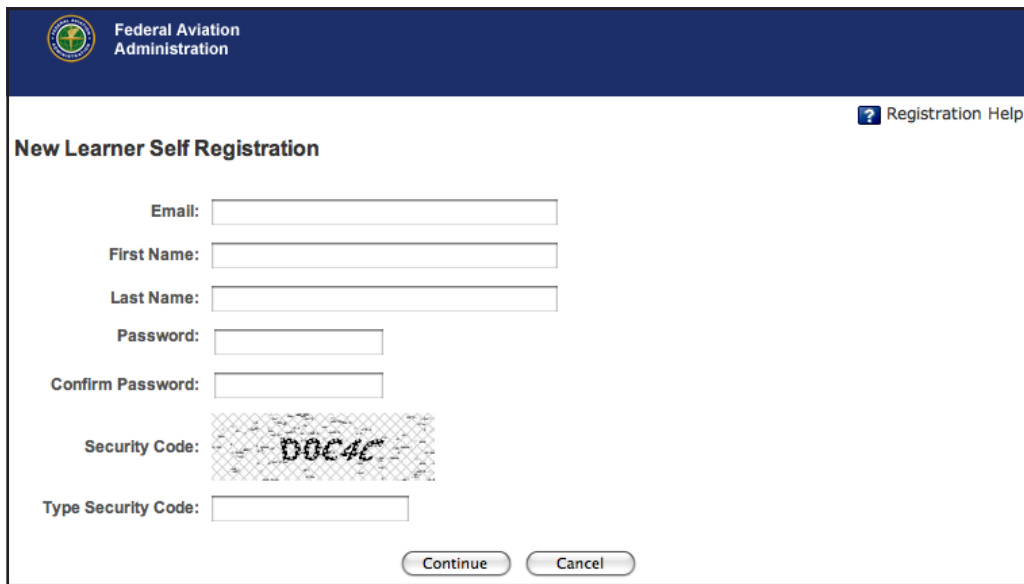


MAMERC SELF REGISTRATION AND ENROLLMENT

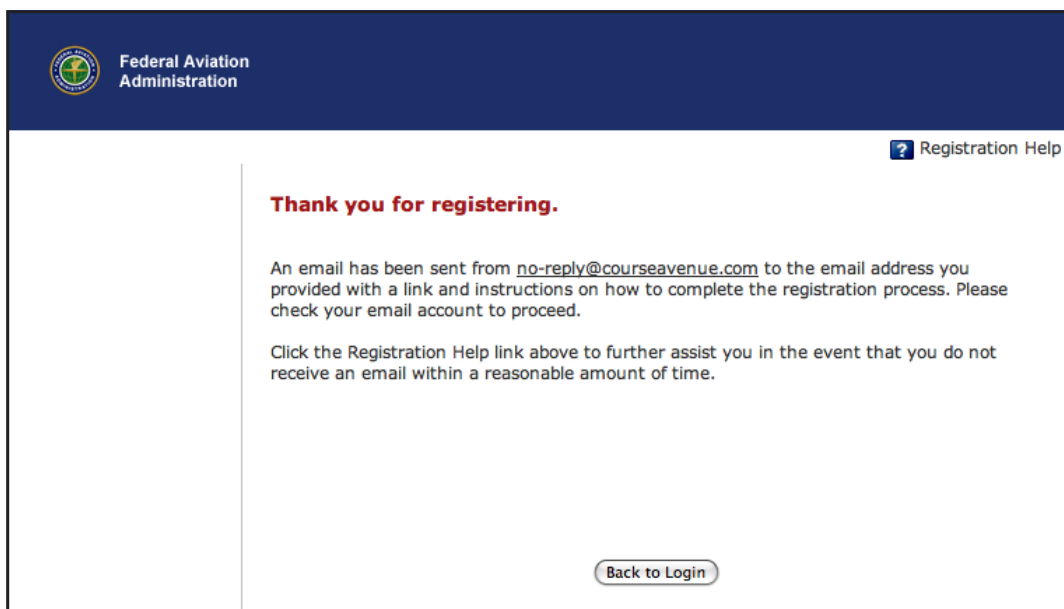
Part 1: One Time Self Registration

1. Visit <http://deliver.courseavenue.com/Registration/cami?gc=94B8E21F-960B-4CA6-8E8F-0D1D7CC09327>
 - This URL will be available to AME's via the FAA website and is used for unregistered learners who wish to be added to the training system.
 - By registering via this URL learners are added to a "group" within the system which has the ability to enroll in the MAMERC course. (Note: registering does NOT enroll them in the course)
2. Enter the required information in the page that displays and click "Continue":



The screenshot shows the "New Learner Self Registration" form from the Federal Aviation Administration. The form includes fields for Email, First Name, Last Name, Password, Confirm Password, Security Code (with a CAPTCHA image showing "00C4C"), and Type Security Code. There are "Continue" and "Cancel" buttons at the bottom.

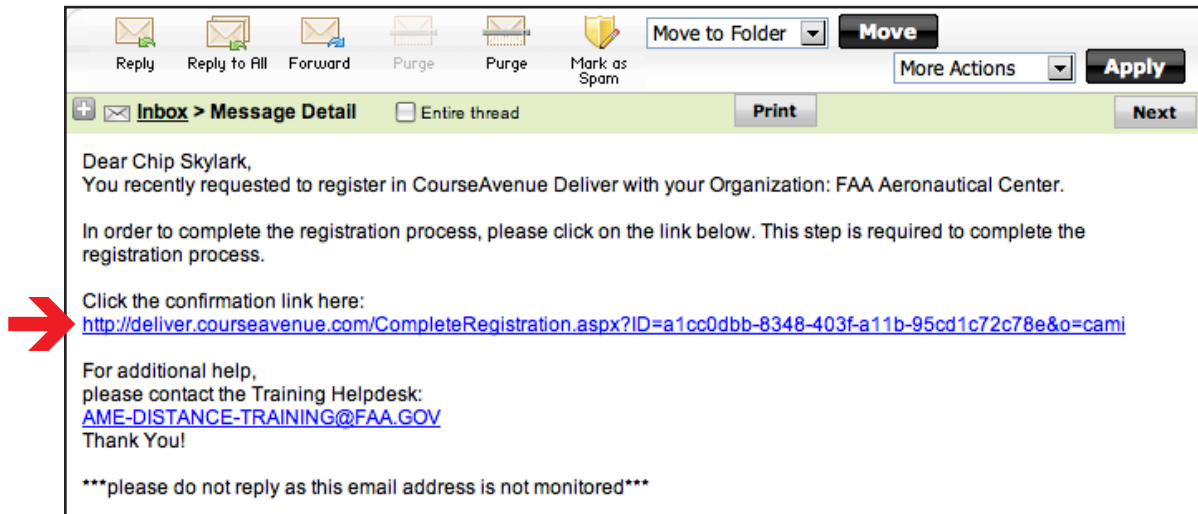
3. The following screen will appear alerting you that an email has been sent to the email address you provided. (At this time you may close the browser window)



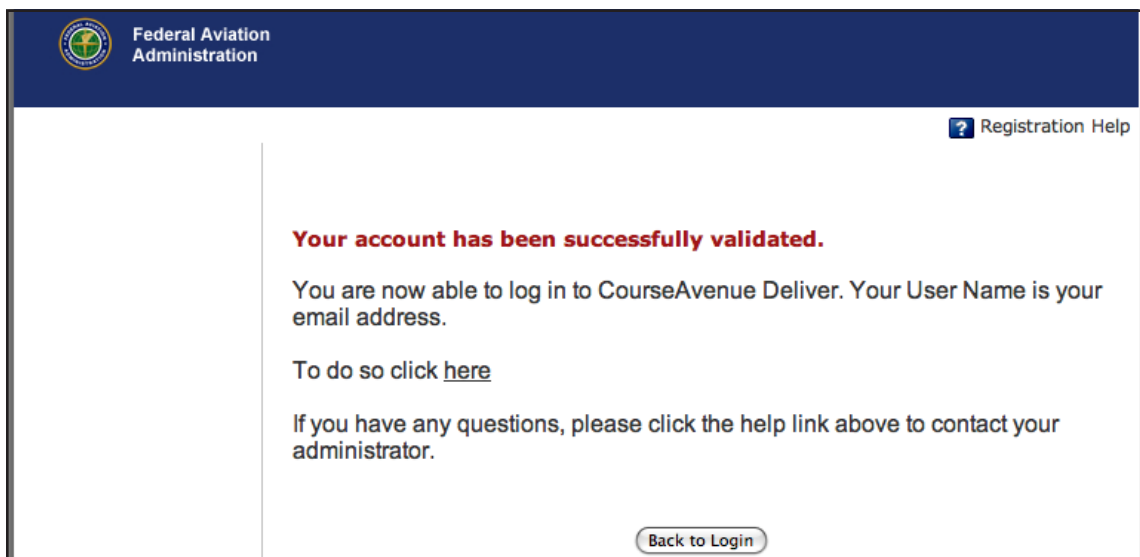
The screenshot shows the "Thank you for registering." confirmation screen from the Federal Aviation Administration. It includes a message stating that an email has been sent from no-reply@courseavenue.com to the email address provided, with a link and instructions on how to complete the registration process. It also includes a "Back to Login" button at the bottom.

4. An email will be sent to your account from no-reply@courseavenue.com.

5. Click the link provided in the email.

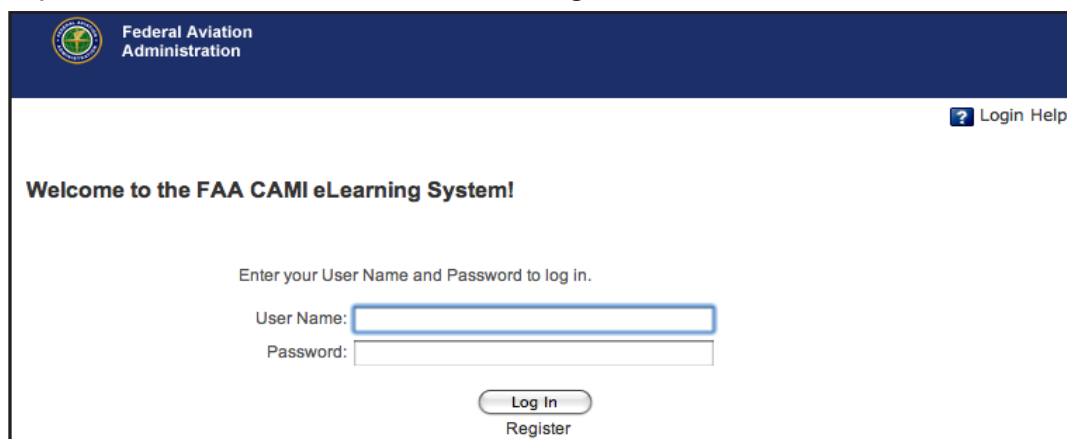


6. The following web page will open:



7. Click the “Back to Login” button.

8. On the resulting login page enter your email address as your user name and the password you entered in step 2 of this document and click the “Log In” button.



9. Your “Learner Profile” page will be displayed.

10. Enter the additional required information (AME #, Medical License, Security Question and answer), then click save.

Federal Aviation Administration

Main Menu | Help [Chip Skylark] | Logout

Learner Profile

Organization: FAA Aeronautical Center

Login ID: Chip@skylark.com

First Name: Chip

Middle Initial:

Last Name: Skylark

Suffix:

Email: Chip@skylark.com

AME #: required

Medical License (MD, DO, or other): required

Security Question: Choose required Answer: required

If you are not changing your password, leave the following fields blank.

Password:

Confirm Password:

Save Continue

Your profile is incomplete. Please update the required fields.

Due to recent changes in Security Question options, you may need to select a new Security Question.

11. The screen will refresh, and if all required information has been entered, the “Continue” button will become active.

12. Click the “Continue” button

[Update Successful]

Save Continue

13. The Main Menu will be displayed:

- Note that, at this point, you are registered with the system, but not enrolled in any courses.

Federal Aviation Administration

Main Menu | Help [Chip Skylark] | Logout

Welcome to the FAA CAMI eLearning System!

What Do You Want To Do?

Learner

- Course Enrollment List
- Enrollment & Transcript

Current Enrollments

You are not currently enrolled in any courses.

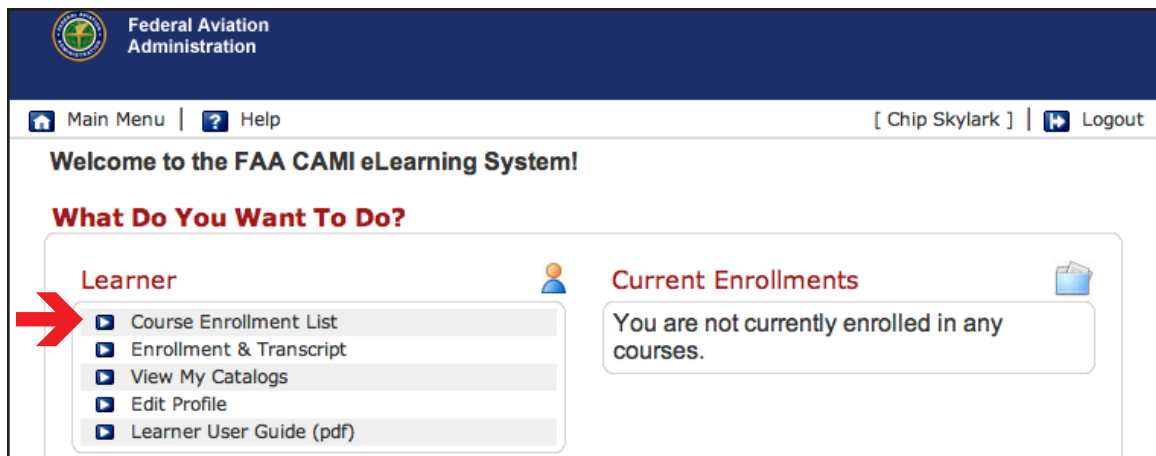
MAMERC SELF REGISTRATION AND ENROLLMENT

Part 2: Course Enrollment


Once you have completed Part 1 of this document (“Self Registration”); you have been added to the Learning Management System and are able to enroll in and take courses.

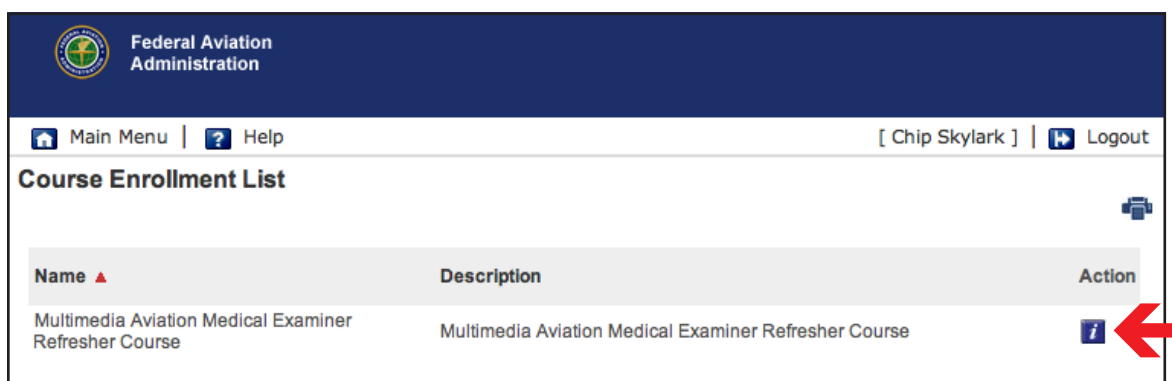
From this point on, any time you wish to log in to the training system you should navigate to: <http://deliver.courseavenue.com/Login.aspx?o=cami> and enter your email address as “User Name” and provide the password you created in step 2 of this document. This link will be available from the faa website

14. From the Main Menu click “Course Enrollment List” from the “Learner” section on the left.

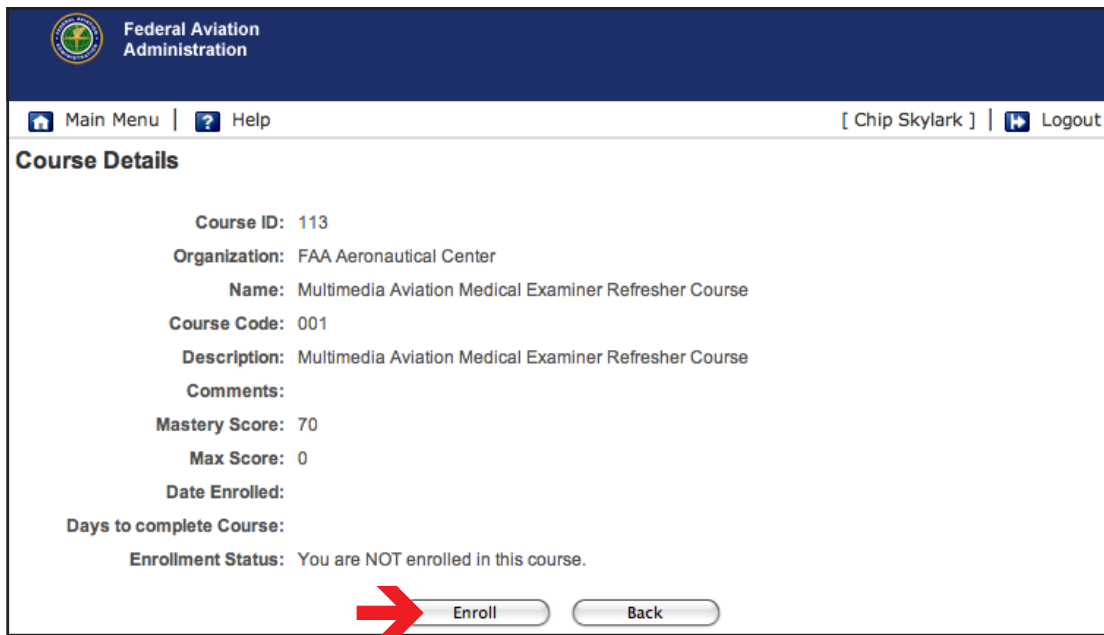


15. A list of courses you can enroll in is displayed.

16. Click the “Course Details” button () in the “Action” column next to the name of the course you wish to enroll in (i.e. “Multimedia Aviation Medical Examiner Refresher Course”).



17. Click the “Enroll” button on the “Course Detail” page thae is displayed.



Federal Aviation Administration

Main Menu | Help [Chip Skylark] | Logout

Course Details

Course ID: 113
Organization: FAA Aeronautical Center
Name: Multimedia Aviation Medical Examiner Refresher Course
Course Code: 001
Description: Multimedia Aviation Medical Examiner Refresher Course
Comments:
Mastery Score: 70
Max Score: 0
Date Enrolled:
Days to complete Course:
Enrollment Status: You are NOT enrolled in this course.

Enroll Back

18. The page will refresh, and the “Enroll” button will be replaced with a “Launch” button. Clicking this button will begin the course.

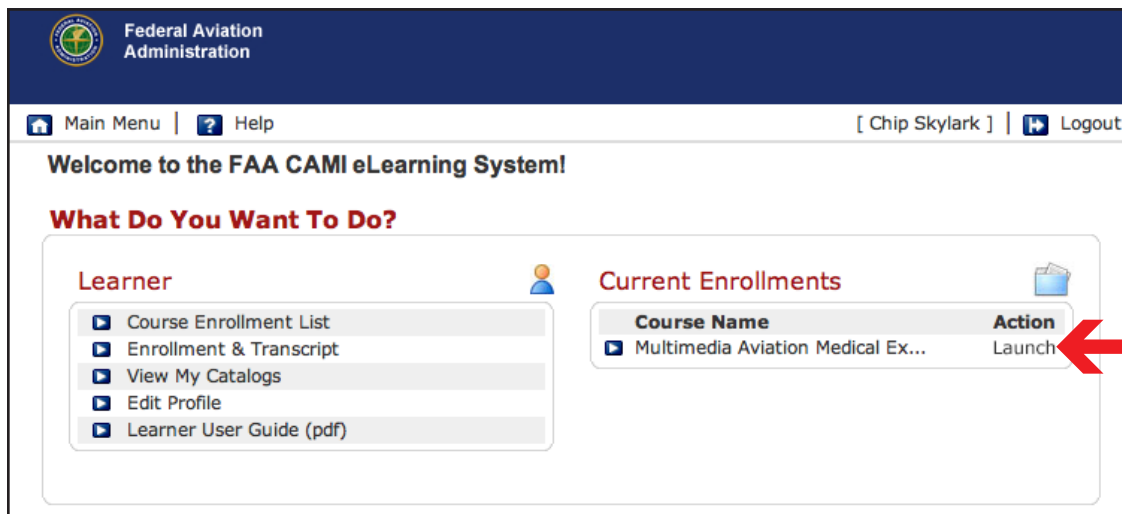


Launch Back

You have now successfully registered, enrolled in and launched a course!

If you need to exit a course, and return to it later; simply click the “Exit” button in the course itself.

The next time you log in to the learning system, the course will be available from the Main Menu under “Current Enrollments”. From the Main Menu, click the “Launch” button next to the name of the course.



Federal Aviation Administration

Main Menu | Help [Chip Skylark] | Logout

Welcome to the FAA CAMI eLearning System!

What Do You Want To Do?

Learner

- Course Enrollment List
- Enrollment & Transcript
- View My Catalogs
- Edit Profile
- Learner User Guide (pdf)

Current Enrollments

Course Name	Action
Multimedia Aviation Medical Ex...	Launch

For technical support contact ame-distance-learning@faa.gov or call (405) 954-4831